

## Email Sent to Applicant

**From:** escertification@energystar.gov  
**Sent:** 2017-05-08T12:03:03.000-04:00  
**To:** Daniel\_Whittet@AHA-Engineers.Com,  
**CC:** robert\_andrews@aha-engineers.com,  
**Subject:** ENERGY STAR Application for 25 New Chardon Street (207) (ID: 3620987)

Dear Daniel Whittet,

Thank you for applying for the ENERGY STAR for 25 New Chardon Street (207) (Property ID: 3620987). We have reviewed your application, and we wanted to follow up on the issue below:

Your application includes three additional meters, "(b) (4)", "(b) (4)", and "(b) (4)", meaning that the energy captured by this meter has not been included in the property's total energy use. Please provide a description of the loads captured by these meters:

Is the energy captured by these meters already captured by one of the other energy meters associated with your property (that is, is this a sub-meter)?

Should the energy captured by these meters be added to the property's total energy use?

Please respond to this email June 7, 2017 if you would like this property to be considered for the ENERGY STAR.

Thank you and we look forward to your response,

ENERGY STAR Certification Review Team

## Response from applicant 6/6/17

The energy captured by these meters should be added to the property's total energy use. We have uploaded the energy data for all three meters, and this has changed the Energy Star score.

How should we proceed with this application?

Dan Whittet

## Email Sent to Applicant

**From:** escertification@energystar.gov  
**Sent:** 2017-06-07T07:55:55.000-04:00  
**To:** Daniel\_Whittet@AHA-Engineers.Com,  
**CC:** robert\_andrews@aha-engineers.com,  
**Subject:** ENERGY STAR Application for 25 New Chardon Street (207) (ID: 3620987)

Dear Daniel Whittet:

Thank you for your response to our question in reference to 25 New Chardon Street (207) (Property ID:3620987). We reviewed your response, and determined that a revised application is required.

Your application has been reset to allow you to regenerate and resubmit through Portfolio Manager.

First, click on the property name in MyPortfolio and confirm that the additional meters have been associated with the property.

Once all necessary changes have been made, please follow these steps to generate and submit a revised application.

**1. Access the Application:** Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application when edits are completed.

**2. Edit/Confirm Previous Application Information:** Go through the first four steps in the Your Application Process widget (About Your Property, Contact Information, Award Information, and Eligibility Details). Edit any information that needs to be revised, or confirm previous content. Click Save for Signatures.

**3. Generate for Signatures:** On the Generate for Signatures page, select Generate New Application for Download. Save the new download to your computer and click Continue. Confirm information on the Site Visit page and click Continue. This will direct you to the Submit Application page.

**4. Complete the Application and Obtain Signatures:** Fill out the check boxes in the new download. Have the LP re-stamp and resign the application, and have the signatory re-sign the application.

**5. Submit Application:** On the Submit Application page, enter the new application tracking number and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Please resubmit your application by July 7, 2017 if you would like this property to be considered for the ENERGY STAR. If you have any questions, please respond to this email.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team